

CLERK OF JUVENILE COURT

FUNCTION OF THE JOB

Under direction, to be responsible for the operation, coordination and administration of the Circuit Court Juvenile Court division; to discharge the duties of the Clerk of Juvenile Court as required under the State Statutes and County policies; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages and coordinates the judicial activities and related services of the Office of Juvenile Court pursuant to the Juvenile Code and applicable State Statutes.
2. Serves as the Clerk of Juvenile Court and executes the statutory duties of the position.
3. Functions as the administrative liaison between the presiding Judge of Juvenile Court, Chief Judge, and the Circuit Courts.
4. Assists in the preparation of, and administers the annual Juvenile Court budget.
5. Develops, implements, and maintains comprehensive policies and procedures for the operation of the Office of Juvenile Court.
6. Participates in the development of and implements the strategic plan for the Office of Juvenile Court which includes its goals, objectives, and direction.
7. Plans, coordinates, and directs the operation of the office of Juvenile Court such as case management, court calendaring, record keeping, and cashiering.
8. Manages the retention of Court exhibits and records in accordance with State Supreme Court Rules and State model record-keeping practices.
9. Assists in analyzing and interpreting new legislation related to the activities of Juvenile Court and implements required changes.
10. Assists in managing the preparation and submission of detailed statistical and financial operating reports as required by State government agencies.
11. Supervises, selects, trains and evaluates the work of support staff; and handles any personnel issues of the staff.
12. Develops and maintains effective working relations with staff, court officials, attorneys, other County departments, outside agencies, and the public.
13. Assists in the planning and implements automated work processes in the Office of Juvenile Court including Consolidated Court Automation Program.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the practices and procedures of Juvenile court operations.
2. Comprehensive knowledge of the various orders and forms issued by the Juvenile courts and their effect and impact.
3. Comprehensive knowledge of applicable federal and state laws, regulations, case law and local court rules regarding specific division operations, especially the Children's Code and Juvenile Justice Code.
4. Comprehensive knowledge of the capabilities, operations, uses, and requirements of the computer based business applications including Consolidated Court Automation Programs.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

5. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
6. Working knowledge of Internet access, database, spreadsheet, and word processing programs.
7. Working knowledge of bookkeeping, cash management, and internal control procedures and practices.
8. Ability to plan, organize, supervise, and evaluate the work of others.
9. Ability to plan, evaluate, coordinate, and implement projects, policies, and procedures.
10. Ability to effectively prepare and present clear and concise reports, ideas, concepts, and recommendations.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to apply and interpret departmental policies, and use appropriate judgment and discretion.
13. Ability to work cooperatively and to establish and maintain effective working relationships.

Training and Experience

1. Graduation from high school or GED equivalent.
2. Five years of post high school office or program administration including two years experience in a court related or legal office and two years experience as a supervisor.
3. Recognized post high school education in business or public administration, secretarial science, law, criminal justice or a closely related field may substitute for the general work experience requirement on a year-for-year basis to a maximum of two years.